

RECORDS MANAGEMENT DIVISION

PROPOSED ISSUANCE: CHANGE 2 to R Personnel Records and Reports
Draft dated 2 September 1955

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RECORDS MANAGEMENT

23 September 1955

1. Discussions with representatives of the Records and Services Division, Office of Personnel, revealed that frequently a married employee whose spouse is his emergency addressee fails to report the change in her address when they both move to a new residence. Consequently, Saturday duty officers occasionally have had difficulty in locating emergency addressees.

2. It is therefore suggested that the following statement be included in paragraph 6c:

A married employee whose spouse is his emergency addressee should bear in mind that a report will be necessary when they both move to a new address.

3. Chief of the Records and Services Division, concurs in the need for a warning to ensure that his records are kept current.

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JPH 9/23/55
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